



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: November 7, 2014

HSS -14-050

EMERGENCY/TRANSITIONAL HOUSING SHELTER OPERATIONS GRANT

FOR

DIVISION OF STATE SERVICE CENTERS

Date Due: December 4, 2014
11:00AM

ADDENDUM # 2

Please Note:

THE ATTACHED SHEET HEREBY BECOME A PART OF
THE ABOVE MENTIONED BID.

**Revised Budget Workbook and instructions as it applies to
indirect costs.**

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PROCUREMENT ADMINISTRATOR
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Instructions as it relates to Indirect Cost Rates:

If an applicant wishes to apply portions of their funds to indirect expenses, please refer to the budget worksheet tab in the workbook. There you will see a column for Indirect. Applicants are to show 100% of the agency's costs for the items listed and then designate a percentage to indirect. Please note you may add additional items which you deem as valid indirect expenses.

As regards salaries, please only show on the salaries page the direct salary expenses. Those salary expenses which are indirect should show in the appropriate column of the budget worksheet tab in the workbook.

Please note that the Department generally disallows an indirect expense cost rate beyond 12% of the selected vendor's budget. As these are state funds, a federal indirect cost rate does not apply.